

**For Publication**

**Bedfordshire Fire and Rescue Authority  
Human Resources Policy and Challenge  
Group  
16 December 2015  
Item No. 10**

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**REPORT AUTHOR: ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)**

**SUBJECT: WORK PROGRAMME**

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Background Papers: None

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Implications (tick ✓):

LEGAL			FINANCIAL	
HUMAN RESOURCES			EQUALITY IMPACT	
ENVIRONMENTAL			POLICY	
CORPORATE RISK	Known	✓	OTHER (please specify)	
	New		CORE BRIEF	

*Any implications affecting this report are noted at the end of the report.*

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**PURPOSE:**

To report on the work programme for 2015/16 and to provide Members with an opportunity to request additional reports for the Human Resources Policy and Challenge Group meetings.

**RECOMMENDATION:**

That Members consider the work programme for 2015/16 and note the 'cyclical' Agenda Items for each meeting.

**ZOE EVANS  
ASSISTANT CHIEF OFFICER (HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT)**

**HUMAN RESOURCES POLICY AND CHALLENGE GROUP: PROGRAMME OF WORK 2015/16**

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
16 December 2015	<ul style="list-style-type: none"> <li>• Audit and Governance Action Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Human Resources Performance Monitoring Report and Programmes to date</li> <li>• Corporate Risk Register</li> <li>• Review of the Fire Authority's Effectiveness</li> <li>• Work Programme</li> </ul>	Note Baker Tilly name change to RSM from Oct 2015		

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
15 March 2016	<ul style="list-style-type: none"> <li>• Audit and Governance Action Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Human Resources Performance Monitoring Report and Programmes to date</li> <li>• Approve Annual HR Performance Indicators and Targets for 2016/17</li> <li>• Annual Equality and Diversity review and report</li> <li>• Corporate Risk Register</li> <li>• Work Programme</li> </ul>			

**HUMAN RESOURCES POLICY AND CHALLENGE GROUP: PROGRAMME OF WORK 2016/17**

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
June 2016	<ul style="list-style-type: none"> <li>• Election of Vice Chair</li> <li>• Terms of Reference</li> <li>• Audit and Governance Action Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Human Resources Performance Monitoring Report and Programmes to date</li> <li>• Absence Year End Report</li> <li>• Draft 2016-17 Corporate Health and Safety Objectives</li> <li>• Occupational Accidents Year End Report</li> <li>• Annual Report of Provision of External Training</li> <li>• Review of Employee Assistance Programme</li> <li>• Public Sector Equality Scheme Review</li> <li>• Corporate Risk Register</li> <li>• Work Programme</li> </ul>			

Meeting Date	'Cyclical' Agenda Items		Additional / Commissioned Agenda Items	
	Item	Notes	Item	Notes
September 2016	<ul style="list-style-type: none"> <li>• Audit and Governance Action Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Human Resources Performance Monitoring Report and Programmes to date</li> <li>• Health and Safety Annual Report</li> <li>• Corporate Risk Register</li> <li>• Work Programme</li> </ul>			
January 2017	<ul style="list-style-type: none"> <li>• Audit and Governance Action Monitoring Report</li> <li>• New Internal Audits Completed to date</li> <li>• Human Resources Performance Monitoring Report and Programmes to date</li> <li>• Corporate Risk Register</li> <li>• Review of the Fire Authority's Effectiveness</li> <li>• Work Programme</li> </ul>			